

ORDER FORM

AORN Periop 101: A Core Curriculum™

To purchase, please mail or fax the items below to:

**AORN – Periop 101
Attn: Laurie Clark
2170 S. Parker Road
Denver, CO 80231
Fax (303) 755-5494**

**Upon receipt of both of the items listed below, course access
will be given to the Administrator:**

- 1. Signed Order Form**
- 2. Payment (purchase orders are not considered *payment*;
they must be followed by check or credit card)**

AORN's Periop 101: A Core Curriculum™

Code: _____
 (for internal use only)
 Code: _____
 (for internal use only)
 Code: _____
 (for internal use only)

Please Complete Each Section Below.

Information About Facility Representative/ Designated Contact and Facility <i>(This individual may also be Course Administrator.)</i>	Course Administrator Information
Name: Credentials (RN, BSN, CNOR, etc.): Title: Email Address: Facility Name: Address: City/State/Zip: Telephone: Fax:	<input type="checkbox"/> CHECK HERE if the Administrator is also the Designated Contact. Name: Credentials (RN, BSN, CNOR, etc.): Title: Email Address: (If same as Facility, leave blank) Facility Name: Address: City/State/Zip: Telephone: Fax:

Price List

Seats	ALC Management Fee	Student Seat Fee	Administrator Seats	Preceptor Seats	Length of Term
1-3 Students	N/A	\$1,500 (each)	2 free/site	4 free/site	1 year
4-5 Students	N/A	\$1,100 (each)	2 free/site	4 free/site	1 year
6-7 Students	N/A	\$ 950 (each)	2 free/site	4 free/site	1 year
8-10 Students	N/A	\$ 750 (each)	2 free/site	4 free/site	1 year
11-49 Students	\$3,600/site	\$ 275 (each)	2 free/site	4 free/site	2 years
50+ Students	\$3,600/site	\$ 250 (each)	2 free/site	4 free/site	2 years

- AORN provides 2 complimentary Administrator seats and 4 complimentary Preceptor seats per site.
- Additional Administrator seats \$350 each
- Additional Preceptor seats \$ 89 each
- ALC Management Fee applies only if purchasing 11 or more student seats. The fee is \$3,600 for one site only and reduced to \$3,400 per site if two or more sites are ordered.

Sub-total Fees:

of Student Seats _____ x \$ _____ = Sub-total \$ _____
 # ALC Management Fee _____ x \$ _____ = Sub-total \$ _____
 # Additional Administrator Seats _____ x \$350 = Sub-total \$ _____
 # Additional Preceptor Seats _____ x \$89 = Sub-total \$ _____

Total Fees:

\$ _____

ADDITIONAL COURSE ADMINISTRATOR INFORMATION

Code: _____ (for internal use only) Code: _____ (for internal use only)
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Provide the following information about each Course Administrator(s). Attach as many sheets as necessary.

Facility Name: _____	
Designated Site	
Name of Facility:	
Address:	
City/State/Zip:	
Information About Course Administrator	Information About Course Administrator
Name:	Name:
Credentials (RN, BSN, CNOR, etc.):	Credentials (RN, BSN, CNOR, etc.):
Title:	Title:
Street Address:	Street Address:
City/State/Zip:	City/State/Zip:
Telephone:	Telephone:
Fax:	Fax:
E-Mail Address:	E-Mail Address:
Designated Site	
Name of Facility:	
Address:	
City/State/Zip:	
Information About Course Administrator	Information About Course Administrator
Name:	Name
Credentials (RN, BSN, CNOR, etc.):	Credentials (RN, BSN, CNOR, etc.):
Title:	Title:
Facility:	Facility:
Street Address:	Street Address:
City/State/Zip:	City/State/Zip:
Telephone:	Telephone:
Fax:	Fax:
Email Address:	Email Address:

To Place Your Order

To place your order, please mail or fax the following two items to:

AORN – Periop 101 Registration, Attn: Laurie Clark, 2170 S. Parker Road, Denver, CO 80231; fax (303) 755-5494

1) Signed Order Form

2) Payment

NOTE: Upon receipt of both of the above items, AORN will e-mail the Administrator at the email address provided with the information needed to start the Periop 101 Administrator Course. No Student or Preceptor can start the Periop 101 course until the Course Administrator has completed the Periop 101 *Administrator Course*. A second email will be sent to the Administrator upon completion of the *Administrator Course* with the online registration information for the Students and Preceptors.

Payment

Purchase Order #: _____

Check #: _____

Credit Card Type: Visa MasterCard American Express Discover

Credit Card #: _____ Exp. Date: _____

Name on Card: _____

Authorized Signature _____ Date _____

Signature of Facility Representative/Designated Contact

_____ I have read and understand the *Terms and Conditions* attached to this order form

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Additional Resources

To purchase required textbooks for Periop 101: A Core Curriculum™, visit www.aornbookstore.org

Required Textbooks:

- Perioperative Standards and Recommended Practices, 2009 Edition
- Alexander's Care of the Patient in Surgery, 13th Edition

To purchase recommended resources for Periop 101: A Core Curriculum™, visit www.aorn.org/AORNStore/EducationalVideoCDDVD

Recommended Resources:

- AORN's Perioperative Nursing Video Library

TERMS AND CONDITIONS

Definitions

- **Facility Representative/Designated Contact** – Primary contact in the event AORN needs to contact the listed facility and the Administrator is not available (could be the Administrator).
- **Administrator** – The individual listed on the order form that manages and facilitates students through the Periop 101 course (could be the Facility Representative/Designated Contact).
- **Student** – Individual student of a purchased Periop 101 seat for the facility listed on order form
- **Preceptor** – Individual designated by the Administrator to take the Preceptor Module
- **Periop 101** – The course learning modules, tests and all other materials made available to Students and Administrator(s) through the AORN's learning management system.
- **AORN Learning Center (ALC)** - AORN's proprietary Web-enabled learning management system and service updates. The ALC is comprised of the Web sites and all related hardware, software, code, databases, data, and connectivity provided or used by AORN.
- **ALC Management Fee** – AORN Learning Center access and maintenance.
- **Order Form** – The order form that includes the terms and conditions and signed by the authorized facility representative.

Fees and Payment

All Fees are nonrefundable.

Administrators

AORN will provide complimentary course Administrator registrations according to the Price List. A minimum of one Administrator is required per facility.

The Administrator(s) must complete the *Administrator Course* before Students are granted access to the course. Each Administrator, Student, and Preceptor will have a username and password as part of the registration process.

Students

Students **cannot** participate in Periop 101 without a Course Administrator. Course Administrator, Student, or Preceptor information may ***not*** be shared or transferred from one person to another.

Students will have 6 months to complete the course from the time they complete online registration.

Contact Hours

Students who are registered nurses are eligible for nursing contact hours upon successful completion of the Course and final exam.

Access Controls

Administrators, Students, and Preceptors are solely responsible for ensuring that their user names, passwords, and access numbers are not shared with other individuals and that appropriate measures are implemented to keep those secret and confidential.

Expiration Term for Students and Administrators and Preceptors

- Expiration is based on the number of student seats purchased.
 - 1-10 Students
 - Administrators will have access to the Administrator Course and all student modules for the **12-month** (one-year) term of the agreement, starting on the date AORN sent the Administrator the course start instructions by email.
 - All unused Administrator, Student, and Preceptor seats will expire **12 months** following the date AORN sent the Administrator the course start email.
 - 11+ Students
 - Administrators will have access to the Administrator Course and all student modules for the **24-month** (two-year) term of the agreement, starting on the date AORN sent the Administrator the course start instructions by email.
 - All unused Administrator, Student, and Preceptor seats will expire **24 months** following the date AORN sent the Administrator the course start email.
- Each Student will have **6 months** to successfully complete the Periop 101 Course.
- Preceptors will have **3 months** to complete the Preceptor Module.

Clinical Preceptorships

AORN does not provide a clinical preceptorship or practicum in connection with Periop 101. It is the responsibility of the Administrator to provide a clinical preceptorship and practicum and to establish the competency of Students.

Restrictions

Under no circumstances shall Administrators, Students, or Preceptors use or permit the use of any downloaded or printed Periop 101 materials to develop other training materials or competing products or services. The ALC and Periop 101 content must not be reverse engineered, disassembled, or removed, and all copyrights and privacy notices contained in Periop 101 shall remain intact.

Administrators, Students, and Preceptors will comply with all instructions regarding the ALC and the Periop 101 content.

Intellectual Property

AORN owns all rights, title and interests of Periop 101 including all patent rights, copyrights, trademark rights, and all other intellectual property rights. By accessing Periop 101, you agree that you will access the contents solely for your own or your organization's use of the Periop 101 offering. The content may not be printed, saved, or modified for use outside of this sole purpose. Authorized individuals from your organization will be asked to acknowledge AORN's intellectual property rights upon registering for Periop 101.

General

Amendment(s) to these terms will be accepted only in writing and must be agreed upon by AORN before implementation.

The *Order Form* and *Terms and Conditions* listed in this document represent the entire understanding between AORN and the Periop 101 Administrators, Students, Preceptors, and Designated Contact with respect to Periop 101. AORN may review and consider the use of external customer documents relating to the purchasing process of Periop 101.